

# **SOLICITATION INFORMATION**

**DATE: December 8, 2000**

**PUBLIC BID # 3499**

**MPA # 114**

**TITLE: GASOLINE**

**OPENING DATE AND TIME: 12/29/00 AT 10:15 AM**

**PRE-BID/ PROPOSAL CONFERENCE: NO      DATE:      TIME:**

**MANDATORY :**

**LOCATION:**

**SURETY REQUIRED:      NO**

**BOND REQUIRED:      NO**

**LINDA ROCHE  
SENIOR BUYER**

**LR/mb**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) to be able to download a Bidder Certification Cover Form which must accompany each offer.**

## **NOTE TO VENDORS:**

**Offers received without the entire completed three-page RIVIP Generated Bidder Certification Cover Form attached may result in offer disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## BID INSTRUCTIONS / SPECIFICATIONS

DATE: December 8, 2000

# NOTICE

**THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.**

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED. YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

**IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.**

### DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

**In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.**

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

## **BID INSTRUCTIONS / SPECIFICATIONS**

**DATE: December 8, 2000**

**BID# 3499 MASTER PRICING AGREEMENT # 114**

**COMMODITY: GASOLINE**

**AGREEMENT PERIOD: 1/1/01 – 12/31/01 W/ OPTION TO RENEW FOR (2) ADDITIONAL 12 MONTH PERIODS**

**DELIVERY AS REQUESTED BY AGENCY.**

### **Ordering**

Agencies will submit individual orders for the various items and various quantities as may be required during the agreement period.

### **Scope**

This bid covers the requirements of all State Agencies. This will be delivered and billed at the single, firm, awarded price quoted regardless of the quantities ordered.

### **Bidding**

(a) Bids must be submitted on the attached bid quotation request forms, indicating brand and parts number of item offered. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested. Bidders must be able to submit samples if requested.

(b) A single price shall be quoted for each item against which a proposal is submitted.

This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.

(c) Bid price is net F.O.B. any point in the State of Rhode Island and shall include inside delivery.

(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non responsive to the intent of this request.

### **Quantities**

Quantities, if any, are estimated only. It is understood and agreed that the agreement shall cover the actual quantities ordering during the period.

### **Taxes**

The State of Rhode Island is exempt from payment of Federal Excise Taxes and R. I. Sales and Use Taxes. Such taxes shall not be included in the bid price.

### **Award**

Award will be made to bidder quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

### **Delivery**

(a) All items to be delivered free of all charges.

(b) The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

## **BID INSTRUCTIONS / SPECIFICATIONS**

**DATE: December 8, 2000**

### **Exception**

Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices on any extra large requirements for delivery to a destination.

### **Municipality Clause**

Contractor will furnish all items quoted herein to any city, town or other governmental subdivision at the same price and terms as quoted to the State of Rhode Island. All ordering and billing to be between contractor and governmental unit involved.

Yes\_\_\_\_\_ No\_\_\_\_\_

### **Quarterly Reports**

Successful bidder will submit in writing to the Purchasing Division quarterly reports showing bid number and total quantities drawn against specific items by the State Agencies. Failure to submit such reports shall be considered to be a breach of the contractor's obligations under the resultant agreement(s), and sufficient cause for the termination of the agreement, and all other outstanding agreements, purchase orders, and contracts, and suspension from participation in all State procurements for a period of up to two (2) years, at the discretion of the State's Purchasing Agent.

Reports should be forwarded to the Buyer at the Division of Purchases, One Capitol Hill, Providence, RI 02908.

**BID INSTRUCTIONS / SPECIFICATIONS**

**DATE: December 8, 2000**

**BID NO. 3499**

**FUEL AND GASOLINE: MOTOR FUEL (MPA #114)**

**BLANKET REQUIREMENTS: 1/1/01 - 12/31/01**

1,000,000 gallons Unleaded Regular Gasoline delivered to various locations.

Pickup/loading at state designated contract or supplier loading rack or terminal and delivery to State fuel sites.

Unleaded regular gasoline will be picked up and delivered from source as designated by State Contract.

The state reserves the right to extend this contract under the same terms and conditions for two additional twelve month periods from the date of expiration provided such extension is mutually agreeable to both the state and the contractor.

All deliveries must be metered onto trucks at the loading terminal. Partial loads can be loaded exactly and kept separately in different compartments on the trailer. Upon delivery, drivers are to gauge tank before and after delivery to verify quantity. Quantity on meter tickets from loading terminals may be used for billing purposes. Vendor must supply copy of receiving slip with invoice.

The requirements are approximate and the distribution points are meant to cover the entire state. Additional deliveries, within a reasonable distance of awarded delivery points, must be accepted by vendors at the bid price.

Carriers will pick up products at a designed location, sign proper receipt documents and effect subsequent delivery to sites as may be directed by the State of Rhode Island ordering office.

The state reserves the right to cancel its agreement upon thirty (30) days written notice as the result of any change established and required by state office of purchases procedure or government regulation.

Vendor is required to invoice the receiving agency bimonthly, on a calendar month basis. Invoices must be substantiated by copies of delivery/loading slips metered and signed by the state. Vendor must also include a copy of posting from the Journal of Commerce for the day of delivery with each invoice.

Delivery of products to be made within twenty four (24) hours of request. Emergency deliveries as soon as possible.

Delivery drivers are required to reseal lids of manholes, on cast iron rings, following delivery.

## **BID INSTRUCTIONS / SPECIFICATIONS**

**DATE: December 8, 2000**

Vendor must supply a copy of receiving slip with invoice

State of RI terms, by law, are Net 30 working days.

VENDOR NAME: \_\_\_\_\_

BID #3499

Price based on lowest "Resellers Rack Price" for reformulated regular unleaded gasoline, either the Port of Providence or Boston (whichever is lower) as the posting appears in the Journal of Commerce under Reformulated Regular Unleaded Gasoline prices, plus or minus, increment. Gasoline will be priced daily on the day of delivery.

Vendor's invoice to show increment + or - (plus or minus) in decimals, + (plus) the posted price.

R.I. Motor Fuel Tax	.28
Under Ground Tank Fee	.01
RI Oil Spill Prevention Tax	.0012
Increment	_____
Total	_____

RI Motor Fuel Tax is actually based on a percentage of the actual wholesale price of gasoline. At the present time, the wholesale price is below the floor price for the computation of this tax. If at anytime the wholesale price of gasoline goes above the floor, the state will adjust this tax.

**BID INSTRUCTIONS / SPECIFICATIONS****DATE: December 8, 2000****BID #3499****DELIVERY TO THE FOLLOWING STATE OWNED FUEL DEPOTS**

<b>LOCATION</b>	<b>TANK SIZE</b>
University of Rhode Island Physical Plant Garage URI Grounds, Kingston	12,000
Alton Jones Campus - URI 401 Victory Highway West Greenwich	4,000
Middletown Wyatt Road Middletown	5,000
Belleville 415 Tower Hill Road North Kingstown	12,000
Portsmouth Anthony Road Portsmouth	5,000
Cherry Hill Cherry Hill Road Johnston	5,000
Zambarano Hill 2090 Wallum Lake Road Pascoag	5,000
Charlestown Cross Mills Corner Route 1, Kenyon	6,000
Hope Valley Bank Street Hope Valley	10,000

## **BID INSTRUCTIONS / SPECIFICATIONS**

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<b>LOCATION</b>	<b>TANK SIZE</b>
Green State Airport Airport Road Warwick	5,000
Children's Center 610 Mount Pleasant Avenue RIC Campus, Providence	5,000
Lincoln Route 116, Washington Highway Lincoln	6,000
East Providence 1032 Willett Avenue East Providence	4,000
RI State Police Headquarters 311 Danielson Pike North Scituate	10,000
Narragansett Bay Commission Bucklin Point East Providence	2,000
Gloucester Rte. 44 Putnam Pike	10,000

**LOCATIONS AND VOLUME MAY CHANGE DURING THE TERM OF THE CONTRACT**